

VOLUNTEER RECRUITER APPLICATION CHECKLIST

(Initial each number on this checklist to verify it has been completed)

- _____ 1. Privacy Act Statement completed and signed. **Must be dated no more than six months old at the time of submission.**
- _____ 2. Complete the volunteer recruiter interview worksheet.
- _____ 3. Soldier Record Brief (SRB). **Must be dated no more than six months old at the time of submission.**
- _____ 4. DA Form 5426-R completed and signed by your BN Cdr or first O-5 supervisor and CSM. **Must be dated no more than six months old at the time of submission.** No delegation is authorized unless accompanied by assumption of command orders.
- _____ 5. DA Form 5427-R (3 pages) completed and signed by your commander or first O-3 supervisor. **Must be dated no more than six months old at the time of submission.** No delegation is authorized unless accompanied by assumption of command orders.
- _____ 6. DA Form 5425-R (3 pages) completed accurately reflecting your income, assets, expenses and payment amounts. **Must be dated no more than six months old at the time of submission.**
- _____ 7. Last three NCOERs. Soldiers that do not have three due to insufficient time as an NCO will only need to send what they have or letters of recommendation. **Placed in chronological order from oldest to most recent.**
- _____ 8. Most recent APFT/ACFT card. **Annotated on your SRB.**
- _____ 9. Include DA Form 5500/5501, if applicable. **Must be dated no more than six months old at the time of submission.**
- _____ 10. Copy of profile and/or a copy of the MMRB results (if applicable). If you have reclassified to a new MOS within the last 12 months, you are ineligible to apply for recruiting.
- _____ 11. Photos of ALL tattoos; to include location, description and each tattoo's meaning. The only exception is for those tattoos in private areas (Males – brief area, females – brief area and frontal bra area). Tattoos in private areas will be drawn and labeled with location, description and meaning. The photo(s) need to be close up, clear and in color. All tattoos need to be photographed in OCP's. Please see photo examples at the end of this packet.
- _____ 12. Assignment Preference Map indicating your preferences for assignment as a recruiter. Choose 2 battalions in 1st, 2nd, 3rd, 5th and 6th Brigade. In addition 68 series may select an additional 2 battalions in the Medical Recruiting Brigade. Number your choices 1-10 with 1 being your most desired location.

- _____13. DA Form 7424 Sensitive Duty Assignment Eligibility Questionnaire completed and signed by your commander or first O-3 supervisor. Must be dated no more than six months old at the time of submission. No delegation is authorized unless accompanied by assumption of command orders.
- _____14. DA Form 5863 for proof of enrollment in the EFMP along with a copy of DD Form 1172-2.
- _____15. Sole parents must provide a sole parent memorandum. Please see the following pages for example.
- _____16. Dual Military couples must both volunteer for recruiting or waive joint domicile duty assignment. Please see following pages for example.
- _____17. Copy of any Article 15s, (including summarized), and any law violations(i.e. reckless driving, speeding, etc) including the final disposition. **If you cannot obtain a copy, include a memo from your commander that explains the charge(s), punishment administered and disposition no matter when or where the offense occurred.**
- _____18. Memorandum from your commander indicating your redeployment date if you are deployed. Please see following pages for example.



PAY ATTENTION TO DETAIL AND SEND ONLY COMPLETED PACKETS USING THE CHECKLIST ABOVE. ONCE COMPLETED, SCAN/EMAIL THE PACKET FOR REVIEW AND PROCESSING.

Name: _____

Date: _____